

DEPARTMENT OF REVENUE
Enforcement Group
HEARINGS DIVISION
1881 Pierce Street
Entrance B, Room 106
Lakewood, Colorado 80214-1493
Phone (303) 205-5606
FAX (303) 205-5700



SUBPOENA TO TESTIFY

In the matter of the driving privilege of:

Respondent _____ Case Number _____

To:	
You are hereby directed to appear <input type="checkbox"/> by telephone <input type="checkbox"/> in person at a hearing before the Colorado Department of Revenue, Hearings Division at :	
On Date:	Time:
<u>YOU MUST TAKE THE FOLLOWING ACTION:</u>	
If your appearance is by telephone, you must contact the Hearings Division at 1-855-813-5221 at least ten (10) minutes prior to the scheduled hearing and provide a telephone number where you can be reached for the hearing. A Hearing Officer will contact you at that number. Your failure to provide a contact number, or failure to be available when called, may result in a default of the case and contempt proceedings against you through the District Court.	
You are also required to produce the following documents:	
If you are appearing in person, bring the documents with you to the hearing. If you are appearing by telephone, the documents may be faxed or mailed, but must be received by the Hearings Division at least three (3) days prior to the hearing.	
This subpoena was issued on the application of:	
<i>**If this subpoena is for other than the appearance of the officer who signed the Affidavit and Notice of Revocation, complete the required statement attachment.</i>	
By: (Hearing Officer)	Date
AFFIDAVIT OF SERVICE	
_____ the Affiant, being duly sworn, says: That he/she is over the age of eighteen years and is not a party to this action: and that Affiant has personally served this within subpoena in the City of _____, County of _____, State of Colorado by handing a copy of same to _____ (name of person), who has been identified as _____ (title of person) on _____ (date), at _____ a.m./p.m., and paid the witness fee(s) as follows:	
WITNESS FEE \$ _____ (If applicable pursuant to §24-4-105(5) C.R.S.)	
MILEAGE FEE \$ _____ (If applicable pursuant to §13-33-103 C.R.S.)	
TOTAL \$ _____	
Subscribed and sworn to before me this _____ day of _____, 20____ in the County of _____, State of Colorado	
Notary _____	
My commission expires _____	
_____ Affiant	